

Job Class Profile: Construction Field Superintendent

Pay Level: CG-34 **Point Band:** 742-765

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	3	4	4	5	5	2	4	
Points	233	67	19	19	120	108	103	43	43	755

JOB SUMMARY

The Construction Field Superintendent provides audit services related to roads construction projects to ensure that they are being implemented according to the standards applied and that payments are being made in accordance with sound engineering and accounting principles.

Key and Periodic Activities

- Reviews a sample of construction project records during the seasonal shut-down period to confirm accuracy of payment, correctness of calculations and adequacy of project records.
- Travels throughout the province during the construction season to visit ongoing projects (site offices) to meet with various engineering staff and review progress/issues and provide guidance.
- Provides reports to the Director to keep them apprised of evolving issues on construction projects that may have financial or other implications, in addition to providing regular progress updates.
- Recommends improvements to specifications and methods used by the Department in carrying out the roads program.
- Provides annual updates to regional engineering staff by way of presentations and group training on changes and improvements to department record keeping and project management standards.
- Investigates issues of dispute between contractors and the Department for review by the Director.

SKILL

Knowledge

General and Specific Knowledge:

- Asphalt production and lay down techniques and practices.
- Knowledge of construction project management processes.
- Knowledge of construction industry practices and specifications.

Formal Education and/or Certification(s):

- Minimum: 3-Year Diploma in Civil Engineering Technology supplemented by Certification as

an Engineering Technologist (CET).

Years of Experience:

- Minimum: 10 years experience in construction including supervisory and project management experience.

Interpersonal Skills

- Interpersonal skills include listening to information from others, asking questions, providing routine information, and instructing, coaching or mentoring. Communicates complex or specialized information and gains the co-operation of others to address issues, facilitates meetings and provides expert advice or counseling. Makes presentations to groups when required.
- Work involves instructing/coaching resident engineering staff located in the field on various aspects of construction implementation, best practices and associated recordkeeping for payment and verification purposes. The ability to listen and provide the proper information and advice to others is critical. For example, teaching the correct methods for plotting and annotating road cross sections in addition to the proper methods for determining pay quantities.
- The most significant contacts are internal departmental regional engineering staff; regional engineers and the immediate supervisor (Director of Highway Design and Construction).

EFFORT

Physical Effort

- The demands of the job do not result in fatigue requiring periods of rest.
- Occasionally lifts objects less than 10 lbs.
- Driving is regularly required to visit project sites throughout the province.
- Fine finger/precision work, sitting when using a computer and walking on construction sites are all required on an occasional basis.

Concentration

- **Visual** concentration and alertness is required while driving and reviewing/auditing financial and technical records relating to projects.
- **Auditory** strain is evident when trying to listen around noisy equipment and on cell phone in certain areas.
- **Repetition** requiring alertness is required while driving.
- **Higher than normal levels of safety alertness** is required to ensure various hazards such as operating heavy equipment and open ditches do not impose danger to personnel.
- **Exact results and precision** is required in reviewing and checking calculations.

Complexity

- Tasks and activities are occasionally repetitive and well defined but may be different and unrelated, have obvious solutions or can be addressed by following guidelines or procedures and defined and standard work processes. .
- The most typical issue/problem would be correcting field staff on a method that they are using to calculate pay quantities on a contract. For example the calculation of excavation for pay of a culvert installation can be approached several different ways and not all field staff have been

consistent in approach. This task would happen quite frequently over a number of different issues.

- Departmental specifications manuals and Engineering Field Manual, professional and technical divisional staff and contract documents are available as resources.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled.
- Makes decisions on travel and project visitations. Works with minimal supervision and is independent with respect to setting priorities.
- Supervisory approval is required for purchases and changes that would have major financial implications on projects.
- Discretion and judgment must be exercised when directing field personnel on best practices and construction techniques.
- Recommends improvements to specifications and methods used by the department in carrying out the roads program.

Impact

- Generally has impact on the immediate work area, the department, outside the organization, and on customers/clients/public.
- Resources impacted include processes, finances and material resources.
- Decisions can impact the pay quantities on any given project through the suggestion of best practices and recordkeeping changes.
- In the event of a mistake or error there is an impact on finances, processes and systems.
- The time frame associated with the identification and resolution of errors is dependent upon the situation.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides on the job advice, coaching and guidance to regional engineering staff on aspects of project management, office and accounting records and technical construction techniques.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement for safety precautions to be followed and Personal Protection Equipment such as hard hat, safety vest, steel-toed boots and safety glasses to be worn when on construction sites.
- There is a limited likelihood of minor cuts/bruises/minor illnesses, or injury resulting in disability.
- Occasional exposure to noise, dust/dirt, glare, fumes, hazardous chemicals, toxic or poisonous substances, odours, dangerous depths, adverse weather conditions, wet or slippery surfaces and heavy machinery.
- Regular travel to construction sites and meetings is required.